

Oldways African Heritage Diet Curriculum Coordinator

Job Description

Reports To:	Director of Nutrition, President
FLSA status:	Exempt
Supervisory Responsibility:	No
Location:	Must be able to work out of Boston (Back Bay)
Full-time/Part-time:	Full-time

Organization

Oldways is a nonprofit organization, with a mission to improve public health through education about cultural food traditions, ingredients and lifestyles. Founded in 1990, the organization is best known for creating educational tools that promote the Mediterranean Diet Pyramid, the certification and consumption of whole grains and cheeses, for introducing olive oil into the mainstream American diet, and for promoting worldwide cultural heritage awareness through Culinaria tours.

Position Description

The African Heritage Diet Curriculum Coordinator reports to the Director of Nutrition and leads outreach and site coordination for Oldways' heritage diet programs, A Taste of African Heritage (ATOAH), A Children's Taste of African Heritage (ACTOAH), and the newly-released A Taste of Latin American Heritage (ATOLAH). The African Heritage Diet Curriculum Coordinator is a highly organized people person who is self-motivated, has excellent communication skills, is a problem-solver, understands the program's mission and can effectively educate others about it, and enjoys cheering teachers and communities on, all while making a positive impact on public health.

Responsibilities

The African Heritage Diet Curriculum Coordinator is responsible for the following:

- **Partner Coordination, Support, and Data Tracking.** The African Heritage Diet Curriculum Coordinator is responsible for responding to the growing demand for the ATOAH/ACTOAH/ATOLAH program and education materials on a timely basis. The African Heritage Diet Outreach Coordinator also leads partner coordination, support, and data tracking for ATOAH, ACTOAH, and ATOLAH. Specifically, the African Heritage Diet Curriculum Coordinator is responsible for fostering relationships with partner organizations; maintaining and overseeing class data entry and tracking; and, handling all class reporting internally and to funders. The African Heritage Diet Curriculum Coordinator will communicate class feedback with the Director of Nutrition, to help continually enhance the programs.

Oldways African Heritage Diet Curriculum Coordinator Job Description

- **National / Local Outreach and Partnership Development & Fundraising.** In coordination with the Partnership Manager and the Director of Nutrition, The African Heritage Diet Curriculum Coordinator demonstrates leadership, creativity, and initiative by reaching out to potential partners and nurturing relationships with former, current, and potential partners. The African Heritage Diet Curriculum Coordinator acts as a representative of Oldways at local, regional, and national conferences and events as needed, which may include hosting an info booth or leading presentations about this nutrition initiative. The African Heritage Diet Curriculum Coordinator also works with Oldways' Director of Nutrition and Partnership Manager to secure funding for the heritage diet programming through sales of the curriculum and materials, growing the licensing program, and assisting with grant researching/writing, budgeting and reporting as needed.
- **Communication & Content Support.** The African Heritage Diet Curriculum Coordinator stays up-to-date with news and ideas related to cultural foodways, traditional recipes, health disparities, nutrition, and related topics, and works with the Director of Nutrition to generate relevant and timely content related to African Heritage (and Latin American Heritage) diets.

Qualifications

Bachelor's Degree required (preferably in nutrition or a related field). Registered Dietitian certification and training a plus.

- Demonstrated passion for reducing health inequities in communities of color; strong respect for cultural diversity
- Prior background in Nutrition, Dietetics, Program Management, Community Organizing, and/or Public Health preferred
- Strong demonstrated written and oral communications skills. Fluency in Spanish a plus
- People skills / good customer service attitude: patience, listening, resourcefulness, attention to detail, and a love of building relationships
- Self-motivated and proactive, organized and results-oriented, with an entrepreneurial mindset
- Ability to work independently and with teams in a collegial environment
- Demonstrated passion for African Heritage and Latin American Heritage and health, and a commitment to the mission of Oldways

To apply:

Please send resume and cover letter to oldwaysjobs@gmail.com.